

Continuity of Operations Plan

June 2025

HRTPO
Heartland Regional
Transportation Planning Organization



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I. INTRODUCTION AND PURPOSE

To ensure the continued operations of the Heartland Regional Transportation Planning Organization (HRTPO), it is vital that a plan for continuing operations in the event of an emergency be put in place. This Continuity of Operations Plan (COOP) ensures that the TPO's resources can be efficiently deployed to supplement wider emergency planning efforts.

The TPO's COOP provides a process that is applicable to all TPO functions and activities, including the Long-Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, the Congestion Management Process, and other plans and updates.

Because the Central Florida Regional Planning Council (CFRPC) is the agency office of the HRTPO through a staff services agreement, the TPO COOP was developed in a manner consistent with the policies and procedures of the CFRPC. As such, the TPO's COOP outlines roles and responsibilities of TPO staff with respect to the HRTPO Board and its advisory committees; addresses emergency management of projects and recurring activities; and describes potential TPO involvement in emergency planning tasks, also known as Mission Essential Functions (MEFs). For each of these areas, the COOP provides strategies that will lead to the continuity of TPO operations.

Purpose

By implementing all strategies contained within the HRTPO COOP and by satisfying all objectives, the TPO hopes to achieve:

Timely completion of all TPO tasks throughout the duration of an emergency, regardless of the nature and duration of that emergency.



ORGANIZATION OF THE TPO COOP

The HRTPO COOP was developed by TPO staff to ensure that the TPO could continue operations in the event of an emergency. This plan contains measurable objectives and is consistent with other relevant planning documents, including the CFRPC's COOP to provide guidance and be an additional resource. Also consistent with the HRTPO COOP is the Comprehensive Emergency Management Plan (CEMP) of the six counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee. Chapter 252, of the Florida Statutes, and the State Emergency Management Act, requires each county in the State of Florida to prepare a CEMP. The CEMP establishes the operational framework through which a County prepares for, responds to, recovers from, and mitigates the impacts of disasters, ensuring the continuation of essential functions during an emergency situation. The CEMP defines responsibilities for County departments and personnel.



The plan component of the COOP detailed in Section II. Concept of Operations is organized into several sections, each addressing a different dimension of emergency planning. Section II contains strategies for activating the COOP, including pre-emergency preparedness (in the event that advance notice of the emergency is available) and post-emergency logistical planning. Section III contains strategies for continuing TPO Board and advisory committee functions. Section IV addresses the completion of TPO projects and recurring activities. Section V contains strategies and activities that support wider emergency planning efforts (known as Mission Essential Functions). To better enhance and improve the Continuity of Operations Plan, the TPO shall conduct an After-Action Review of its COOP at the conclusion of an activation. This will serve to improve any areas and make the required changes, if needed.

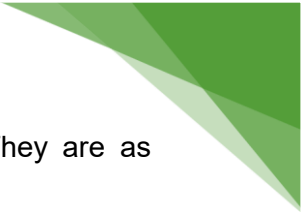
A summary of the contents of each section is as follows:

Section II. Concept of Operations

The TPO COOP describes logistical planning in the event of an emergency, including general preparedness measures, immediate pre-event planning (where advanced notification is available), activation of the COOP, and post-event logistics under the heading Concept of Operations. The Concept of Operations section of the TPO COOP is consistent with the CFRPC's policies, procedures and addresses planning scenarios generally applicable to all Heartland counties. The TPO COOP details the responsibilities of TPO staff with respect to general preparedness, and logistics.

Section III. Continuity of HRTPO Board and Advisory Committee Meetings

The HRTPO is a statutorily authorized Board composed of representatives of local governments and is the primary agency responsible for transportation planning in the six Heartland counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee.



Three advisory committees have been established to assist the TPO. They are as follows:

- Technical Advisory Committee (TAC): Composed of local government staff and other technically qualified agency representatives
- Citizens Advisory Committee (CAC): Composed of members of the general public or public interest groups
- Mobility Advisory Committee (MAC): Composed of advocates and citizens.

The strategies contained in the COOP with respect to the TPO Board and advisory committees include evaluating the status of committee meeting schedules, potential challenges to the normal notification, agenda preparation, and meeting conduct processes.

Section IV. Continuity of TPO Projects and Recurring Activities

The TPO undertakes a number of short and long term-projects. Many of these projects, such as the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP) and the Transit Development Plan (TDP), are statutorily required and include deadlines for TPO action. As such, the COOP contains several strategies for fulfilling TPO obligations and continuing ongoing projects throughout the duration of an emergency.

In addition, some TPO projects are performed by consultants. These projects typically have deadlines contained in the contract or work order. For these projects, some action by the TPO or by TPO staff might be required to keep the project moving efficiently and to comply with contractual obligations.

Section V. TPO Mission Essential Functions (MEFs)

Although TPO work tasks are identified in the annual Unified Planning Work Program (UPWP), interim emergency transportation planning tasks may occur (known as Mission Essential Functions or MEFs) that take advantage of the TPO's resources and abilities.

II. CONCEPT OF OPERATIONS

The Concept of Operations section of the TPO COOP provides specific direction for TPO staff.

Objectives for this Section:

Objective 2.1

For each emergency event, TPO staff will be fully operational with telephone and email access within 48 hours of the activation of the TPO COOP or by the second business day after the event.

Measure of Effectiveness

Number of hours needed to become fully operational upon activation of the TPO COOP.



Strategies for this Section:

A. Communications and Activation of the COOP

Throughout the duration of any emergency, the HRTPO Staff Services Director will be the primary source of information for the TPO during an emergency event and will announce and coordinate the activation of the TPO COOP. Activation of the TPO COOP can be a result of a wide range of emergencies and is not exclusive to natural disasters, but also includes terrorist attacks and technological disruptions. The TPO Staff Services Director will notify all TPO staff and be their primary source of information. Consistent with CFRPC's procedures, TPO staff will participate in the Agency's call list and order of succession process as identified in Appendix A. Duty and non-duty hours

will be established at the time of activation, however regular duty hours of 8:00AM-5:00PM shall be covered by HRTPO staff. The HRTPO Staff Services Director will notify the State Watch Office, (which can relay information to the governor) by Email and Phone of the intention to activate the COOP plan. In addition, plans to relocate to the (ARP) and anticipated time of arrival at the ARP will be communicated to staff at the State Watch Office.

A. Decision Process for Activation

The HRTPO will make a decision including impacts to the office or the conditions of the roadway that may make it difficult to get to the office. If the main office is impacted or staff are unable to get to work, the HRTPO Staff Services Director will make the call to activate the coop plan.

B. Preparedness items

Depending on the nature of the impending emergency and/or the duration of pre-event warning, the TPO Staff Services Director will prepare and/or coordinate preparedness items. A summary of preparedness items that are the responsibility of TPO staff are as follows:

- TPO call team/list order of succession. This appears in Appendix A of this plan.

- Electronic Storage of Documents. This appears in Appendix B of this plan.
- Computer equipment care (in accordance to CFRPC policies).
- Hard copies of Maps. This appears in Appendix C of this plan.
- Original TPO agreements and signed contracts.

C. Alternative Facilities

In the event that the CFRPC office building which houses the HRTPO staff should become incapacitated during an emergency, the TPO Staff Services Director will then identify a secure work area for TPO staff within an appropriate Alternate Relocation Point (ARP). The (ARP) will be operational within 12 hours of activation of this plan. When possible, TPO staff may telecommute from home until full office operations are restored. Information on these procedures will be communicated to the TPO staff on details of the (ARP). Physical access shall be restricted to essential employees and staff and identified critical customers at the (ARP). Staff will look for opportunities to update systems and building infrastructure with resilient and redundant materials as opportunities exist.

D. Support Infrastructure

At either the TPO's regular workplace or the ARP, the TPO Staff Services Director will assess the condition of the TPO's support infrastructure. The TPO Staff Services Director will ensure that the workplace meets the following conditions:

- i. Immediate capability to perform essential functions under various threat conditions;
- ii. Adequate ability to document and record operations through manual processes and computer backups.
- iii. Sufficient space and equipment to sustain the TPO;
- iv. Information technology support procedures and resources
- v. Interoperable communications: including Internal and External;
- vi. Redundant communications including a backup system
- vii. Reliable logistical support, services, and infrastructure systems, including water, power, heating, air conditioning etc.;
- viii. Ability to sustain operations for a period of up to 30 days;
- ix. Consideration for the health, safety, and emotional well-being of relocated employees; and
- x. Appropriate physical and cyber security and access controls.
- xi. Pre-positioned equipment at alternate facilities (or telecommute from home)
- xii. Drive-away kits and personal go-kits including PPE
- xiii. Provisions for personnel transportation, parking, lodging and dining

F. Deployment Procedures

In the event of an activation the TPO Staff Services Director will communicate the location of the (ARP) to all staff via telephone, text message, or e-mail. Staff will use their personal vehicles to travel to the (ARP), unless otherwise specified. Voluntary carpooling of staff members who live in proximity will be allowed. Telework will be an option for staff



who do not live in proximity to the office, and at the discretion of the TPO Staff Services Director.

Depending upon the condition of the support infrastructure, the CFRPC will coordinate under its emergency procedures to repair, install or procure new systems, or utilize alternative systems. The TPO Staff Services Director will contact Florida Department of Transportation (FDOT), other TPO's, or local agencies about sharing or acquiring through emergency purchase authority, any equipment necessary for the TPO to quickly resume its basic staff functions.

In the event of a large-scale increase in the public's need for access to government services, the TPO Staff Services Director will ensure that financial resources are available to support the continued operation of the HRTPO. In addition, efforts will be made to ensure that the TPO can sustain operations for at least 30 days in a temporary Alternate Relocation Point including the purchase, support, and distribution of any necessary PPE for employees.

G. Reconstitution Procedures

The HRTPO will ensure that any necessary repairs are completed to the primary work location as soon as possible following activation of the COOP Plan, to ensure that resumption of normal operations can occur.

III. CONTINUITY OF HRTPO & ADVISORY COMMITTEE MEETINGS

The HRTPO works to coordinate the improvement of all facets of the transportation network in the Heartland. This effort includes the monitoring and evaluation of existing conditions, the development of improvement strategies, the facilitation of meaningful public input, and the implementation of evaluated and funded strategies.

All TPO's are designated and funded through Federal legislation mandating the coordination of plans and improvements in areas with a population of 50,000 or more. The intent of the Federal-Aid Highway Act of 1962 related to the authorization of TPOs was to ensure projects were developed with local input according to "continuing, comprehensive, and cooperative" transportation planning – the "3C" planning approach. To help make decisions, the TPO uses

recommendations from advisory committee members. These committees offer input from citizens, bicycle/pedestrian interests, and local technical experts.

Technical Advisory Committee

The TPO Technical Advisory Committee is composed of technically qualified representatives of agencies responsible for controlling, developing and improving the transportation system including cities in the counties of DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee. The TAC has a total of twenty-five (25) voting members. In addition to local government staff, TAC members include representatives from the six counties, 9 municipalities, Sebring Airport Authority, two regional planning councils representing Transportation Disadvantaged Planning, a public schools representative, and FDOT as an ex-officio member. Committee duties include the coordination of transportation planning and programming activities; review of all transportation technical studies and reports; and review of work programs and transportation improvement programs. The principal responsibility of the TAC is to provide technical recommendations to the TPO on transportation matters.



Citizens Advisory Committee

The Citizens Advisory Committee (CAC) has a total of fourteen (14) voting members. The CAC strives to represent the citizens of the six counties of the Heartland and is responsible for providing continuous public input for the TPO decision-making process. In this capacity, the committee reviews and comments on transportation planning documents and relevant issues to be brought before the TPO Board.

The makeup of the CAC is geographically representative of the HRTPO area. Two (2)

CAC members are appointed to represent each of the six counties, one (1) to represent the City of Sebring, and one (1) to represent the City of Avon Park.

Mobility Advisory Committee

The Mobility Advisory Committee (MAC) is appointed by the HRTPO to advise on special transportation interests, issues, or travel modes. These may include bicycle and pedestrian matters, transportation for individuals with disabilities, transit, trail users, and other modal interest. Ex-officio members of the MAC may represent FDOT, local law enforcement, or other governmental interests.

Transportation Disadvantaged Local Coordinating Boards

As of July 1, 2018, the HRTPO is the Designated Official Planning Agency for the door-to-door paratransit service through the Transportation Disadvantaged (TD) program, throughout the six-counties of the HRTPO, which covers two Transportation Disadvantaged planning areas:



- Glades and Hendry Counties - The Community Transportation Coordinator (CTC) for this service area is Hendry County.
- DeSoto, Hardee, Highlands, and Okeechobee Counties - The CTC for this service area is MTM Transit, a private for-profit provider.

The HRTPO as the Designated Official Planning Agency staffs a Local Coordinating Board for each service area. The transportation

disadvantaged program assists in providing mobility to the elderly, children-at-risk, the disabled, and other individuals who cannot provide their own transportation. The purpose of these Boards is to identify local service needs and to provide information, advice, direction, and support to the Community Transportation Coordinator (CTC). Each Board member is from a user group or specific agency that represents the service area's transportation disadvantaged population.

To ensure that the public is afforded adequate opportunity for public input into TPO matters, the advisory committees represent the fundamental means for the public to become involved. In addition to citizens, others interested in or affected by, transportation planning may become involved through attendance at committee meetings and review of committee activities.



Objectives for this Section

Objective 3.1

A quorum will be present for each TPO and advisory committee meeting, effective the first meeting after activation of the COOP.

Measure of Effectiveness

Number of Board and advisory committee members in attendance at the first meeting after activation of the COOP.

Strategies for this section

A. Meeting Facilities

Immediately after an emergency event, the TPO Staff Services Director will coordinate with Emergency Management Staff to assess damages to regular meeting facility locations. In the event that regular meeting room facilities are inaccessible or reassigned for emergency purposes, the TPO Staff Services Director will coordinate with the Emergency Operations Center in the affected county to determine the availability of conference rooms at alternative relocation points (ARPs). Due to the multi- jurisdictional nature of the TPO Board, a partial

list of ARPs for conducting TPO and advisory committee meetings include both local government and other facilities. ARPs include:

- CareerSource Heartland, Sebring
- DeSoto County Administration Building, Arcadia
- Hardee County Courthouse Annex, Wauchula
- Hendry County Commission Chambers, LaBelle
- Highlands County Board of County Commissioners Board Room, Sebring
- Okeechobee City Administrative Building, Okeechobee City

If regular meeting rooms are unavailable or unsafe, or an emergency exists that prohibits multiple people from physically meeting together, then the TPO Staff Services Director shall confer with the Chair and with the HRTPO Legal Counsel and determine if a virtual or teleconference meeting may be held in lieu of an in-person meeting.

B. Meeting Schedules and Notification

The TPO Staff Services Director will coordinate with the Emergency Operations Centers in the affected county(ies) to determine if emergency conditions warrant a full or partial rescheduling of regularly scheduled meetings during the emergency period.

1. Upon a determination that it is unsafe or inappropriate to conduct regularly scheduled meetings (for example, due to unsafe travel conditions, interruption in communications, or general public safety and welfare), the TPO Staff Services Director will notify the TPO and its advisory committees via all of the following methods:

- a. The TPO Staff Services Director will inform the Emergency Operations Center(s) of meeting status. He/she will, in turn, post the announcement through a variety of forums, including notifying the County switchboard operators, Local Government Access television, County Websites, newspapers, and radio;
- b. The TPO Staff Services Director will draft a meeting cancellation memo, and staff will attempt direct mail to the committee members, if possible;
- c. TPO staff will attempt direct e-mail to the affected committee members and local governments;
- d. TPO staff will attempt phone calls to the affected committee members and local governments; and
- e. The TPO Staff Services Director will draft and post an announcement on the TPO Website and Facebook.



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2. In the event that emergency conditions create doubt concerning any scheduled TPO or advisory committee meeting, TPO staff will attempt to contact members by phone in addition to the regular meeting announcements.
 3. The TPO will continue to utilize multiple meeting notification techniques until such time as the state of emergency is lifted or normal communications have resumed as determined by the TPO Staff Services Director.

C. Meeting Preparation and Conduct

All normal TPO meeting preparation and agenda item preparation procedures will apply in the event of an emergency (see HRTPO Public Participation Plan). The TPO Staff Services Director will evaluate conference facilities in the ARP to ensure adequate seating and recordation capabilities.

Should a virtual or teleconference meeting be determined to satisfy all meeting requirements during a declared emergency, the TPO Staff will provide notification and full instructions on how the Board, or Committee members, and the public may participate.

IV. CONTINUITY OF HRTPO PROJECTS & RECURRING ACTIVITIES

The TPO undertakes many short-term and long-term projects. Examples of such projects include the Long-Range Transportation Plan (LRTP), development and adoption of the Transportation Improvement Program (TIP), and the Transit Development Plan (TDP). In addition, the TPO engages in many activities on a recurring basis, including coordinating with FDOT on the status of transportation projects and developing an annual budget and work program known as a Unified Planning Work Program (UPWP). Many of the TPO's projects and activities are requirements of state and federal law. The TPO may, however, also undertake a project, such as a corridor study, as a sound planning practice.

Whether or not a TPO project or activity is required by statute, it represents an investment of TPO resources. As such, compliance with deadlines and continuing, ongoing projects is a top priority.

Objectives for this Section

Objective 4.1

TPO staff will meet 100% of Federal and State deadlines for completion of required work tasks.

Measure of Effectiveness



Percent of required tasks completed in compliance with required deadlines.

Objective 4.2

TPO staff will complete consultant contracts within 10% of the original contract date after activation of the COOP.

Measure of Effectiveness:

Number of consultant contracts completed within 10% of the original contract date.

Strategies for this Section

A. Assessment Activities

1. Immediately after an event, the TPO Staff Services Director will consult the HRTPO Unified Planning Work Program (UPWP) and inventory all ongoing and upcoming TPO projects and activities identifying deadlines for completion.
2. In consultation with the Emergency Management personnel in the affected county(ies), the TPO Staff Services Director will determine the severity and duration of the disruption caused by the event and assesses the earliest possibility for resumption of operations.
3. The TPO Staff Services Director will ensure staff accountability during periods of activation by checking in via weekly meetings and or e-mail communication on project status as needed.

B. Strategies for Statutorily Required Projects and Activities

1. In light of the above, the TPO Staff Services Director will assess the feasibility of meeting required deadlines.
2. If a deadline cannot be met due to a mandatory cancellation of an TPO Board Meeting, the TPO Staff Services Director will contact the appropriate review agency and determine:
 - If the TPO Staff Services Director has the discretion or authority to take action on an interim basis; or
 - If the deadline can be postponed until the Board can resume its regular meeting schedule; or
 - If an emergency meeting of the TPO should be scheduled on an interim basis prior to the next regularly scheduled Board meeting.
3. If a deadline cannot be met due to a lack of sufficient staff time to complete required tasks, the TPO Staff Services Director will contact the appropriate review agency and determine:
 - If the deadline can be postponed in light of the current emergency; or
 - If a supplement to staff resources can be obtained either through contractual services or inter-agency cooperation.



C. Strategies for Other TPO Projects and Activities

1. The TPO Staff Services Director shall review the contracts for all outstanding projects and activities being performed with the assistance of consultant services and determine scheduled completion dates.
2. The TPO Staff Services Director will contact the Project Manager to determine if local emergency conditions will impact timely completion of the project.
 - a. If it is determined that local conditions will affect scheduled project completion, due to inability of TPO to fulfill its contractual obligations, inability of consultant to access information, or inability of consultant to perform work tasks, then the TPO Staff Services Director will seek an extension of the period of performance of the contract, not to exceed thirty days, subject to Board approval.

D. Delegations of Authority

- The HRTPO Staff Services Director will identify any applicable authorities that should be delegated during the activation of this plan.
- All authorities shall be delegated to the Transportation Manager followed by the Senior Transportation Planner until the HRTPO Staff Services Director notifies staff to resume normal operations.
- Delegated Positions:

Transportation Manager

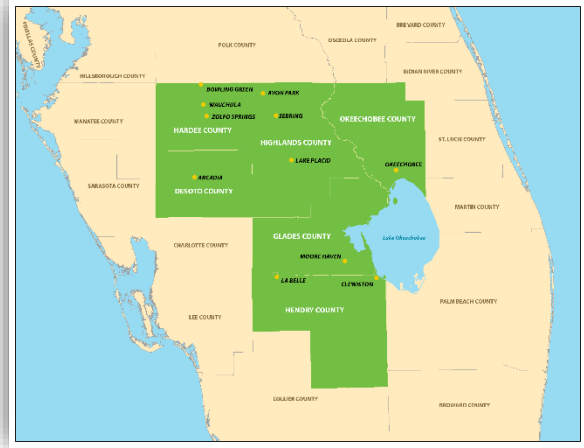
Senior Transportation Planner

The delegated authority during an activation is limited to 2 positions and can be cancelled at will or changed at any time by the HRTPO Staff Services Director during activation of this plan.

V. MISSION ESSENTIAL FUNCTION (MEF) PLANNING

The HRTPO performs a vital role in transportation funding, planning, system oversight and coordination. If requested, TPO staff will coordinate local emergency needs with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or Florida's Department of Transportation (FDOT). Potential coordination activities may include:

1. Providing information on local transportation conditions and operating status;
2. Coordinating meetings between local jurisdictions and Federal or State transportation agencies; and
3. Relating County transit, traffic operations or engineering needs to appropriate federal and state agencies, including Transportation Disadvantaged services.
4. Ensuring that the HRTPO COOP can be activated simultaneously with other COOP plans.



Personnel Requirements

- The TPO is fully staffed with (3) positions. The TPO may operate on a reduced number of staff in case of emergency. One or two staff members may temporarily handle the mission essential functions if another staff member is unable to work because of an emergency.

If necessary, TPO staff should be prepared to conduct emergency meetings to amend the Transportation Improvement Program (TIP) or accept grant funding or assistance necessary to restore the transportation system to its pre-emergency operating conditions. Any emergency TIP amendment or prioritization task will be performed in accordance with Section III (Continuity of HRTPO & Advisory) of this document.

Objectives for this Section

Objective 5.1

TPO staff will complete 100% of the Mission Essential Functions (MEFs) requested of it during or after the emergency event.

Measure of Effectiveness:

Percent of MEFs completed as requested.

VI. TEST TRAINING AND EXERCISES & PLAN MAINTENANCE

Objectives for this Section

Objective 6.1

TPO staff will complete periodic tests, training, and exercises to ensure the HRTPO Coop plan is functional and works in times of emergency.

Measure of Effectiveness: Number of biennial trainings and exercises.

The (HRTPO) will ensure the following items are implemented to ensure compliance of the COOP plan with state of Florida requirements:

- Alert and notification procedures
- Equipment at the alternate relocation point facility
- Telework capabilities
- Operational plans, alternate facilities, and interoperable communications
- Strategic multi-year planning process including anticipated funding
- Annually update the COOP and SOP's.

In addition, the COOP plan shall be maintained and updated by HRTPO staff annually, with funding coming from identified sources in the budget for staff time to process updates.



VII. ADDITIONAL PROVISIONS, PROCEDURES, AND ACTIONS

The following provisions are important to ensure that the plan can be implemented, but don't necessarily fall into a section above.

- The HRTPO will ensure Integration of the National Incident Management System (NIMS) principles throughout its coop plan, including training, exercise, and review of procedures to ensure compliance.
- The HRTPO will adopt provisions for pandemics or other health related emergencies following the guidelines provided by the Florida Public Health Emergency Management Plan pursuant to section 381.00315 of the Florida Statutes



APPENDIX A: STAFF PHONE NUMBERS AND ORDER OF SUCCESSION

HRTPO Office Phone — (863) 534-7130		Staff Extensions
TPO Staff Services Director		134
Program Manager		
Senior Transportation Planner		

The order of succession is depicted in the above table in order from top to bottom. Succession protocols only become active if someone in the above table is incapable of performing their regular work duties as specified and management deems it appropriate to implement the succession plan. Staff will be notified by phone, email, or text message of any succession plans. Succession protocols will last until normal operations can be re-established. Staff will be notified of any geographical or organizational limits of the succession plan upon implementation of any succession activation.



APPENDIX B: ELECTRONIC STORAGE OF DOCUMENTS

1. TPO Original Contracts and Agreements. These include:
 - a) Joint Participation Agreement (JPA) for PL Funds
 - b) TPO Interlocal Agreement
 - c) TPO Apportionment Plan
 - d) Agreement for Mass Transit Service provision
 - e) Agreement for TPO Staff Services
 - f) Section 5303(d) Public Transportation PTGA
 - g) Intergovernmental Coordination and Review Agreement
 - h) General Planning Consultant Agreements
2. Originals of each of the TPO's major plans and projects, including:
 - a) Long Range Transportation Plan (2045)
 - b) Transit Development Plan
 - c) Transportation Improvement Program
 - d) Unified Planning Work Program
 - e) Transportation Disadvantaged Service Plans (2)
3. Copies of all signed Work Orders and Work Order Scopes of Services

HRTPO/CFRPC ELECTRONIC STORAGE POLICY

The CFRPC complies with the State of Florida Electronic Records and Records Management Practices consistent with Rule 1B-26.003, Florida Administrative Code which provides standards for record (master) copies of public records which reside in electronic recordkeeping systems, establishes minimum requirements for the creation, utilization, maintenance, retention, preservation, storage, and disposition of electronic record (master) copies, regardless of the media.

In addition, the CFRPC backs up all electronic files off-site. The HRTPO implements the following electronic storage policies:

Email: HRTPO staff uses cloud-based Microsoft Office 365 for email which is internet-based and not physically located on-site. This allows all staff to have access to email as long as they have access to a computer or smart device and have an internet connection.

Website: HRTPO staff uses Wix to host its website. Wix is internet-based and not physically located on-site. This allows staff to access and update the HRTPO website as long as they have access to a computer or smart phone and have an internet connection.

File Backup: The CFRPC implements a complete backup and recovery process of the assets and contents stored electronically. This process provides for regular backups of files and for restoration or recovery of files from regularly scheduled backups after an outage has occurred. The following schedule lists each of the detailed backup procedures included in this backup plan. It also indicates the frequency and schedule for each backup. Thrive provides regularly scheduled maintenance on the servers to ensure data integrity.

Backup Schedule

Name/ID	File System(s)	Level	Frequency	Schedule	Responsible Individual/Org.
CFRPC-DC1	D & J:	Full	Daily	8:00 PM	Automated/Scheduled Task
CFRPC-EX1	Exchange Store (S:)	Full	Daily	8:00 PM	Automated/Scheduled Task
Financial Folder CFRPC Folder (S Drive)	<u>\\CFRPC-DC1\CFRPC</u> <u>\\CFRPC-DC1\Finance</u>	Full	Daily	8:00 PM	Automated/Scheduled Task
QuickBooks	QB Data	Full	Daily		Automated/Scheduled Task
Copy to External Disk	All Backup Data	Full	Weekly	Sunday 9:00A	Automated/Scheduled Task
Take External Drive Offsite	All Backup Data	Full	In case of emergency		

In addition, the external hard drive that holds backup data can be taken home Friday and brought in and reconnected Monday. In the event of a disaster, the backup device can be used to restore data to existing or new equipment or virtually in the Cipher datacenter.

Vendor Contacts:

Xfinity (To resolve any internet connection related issues)
(800) 391-3000
Account # 15515270837-01-1

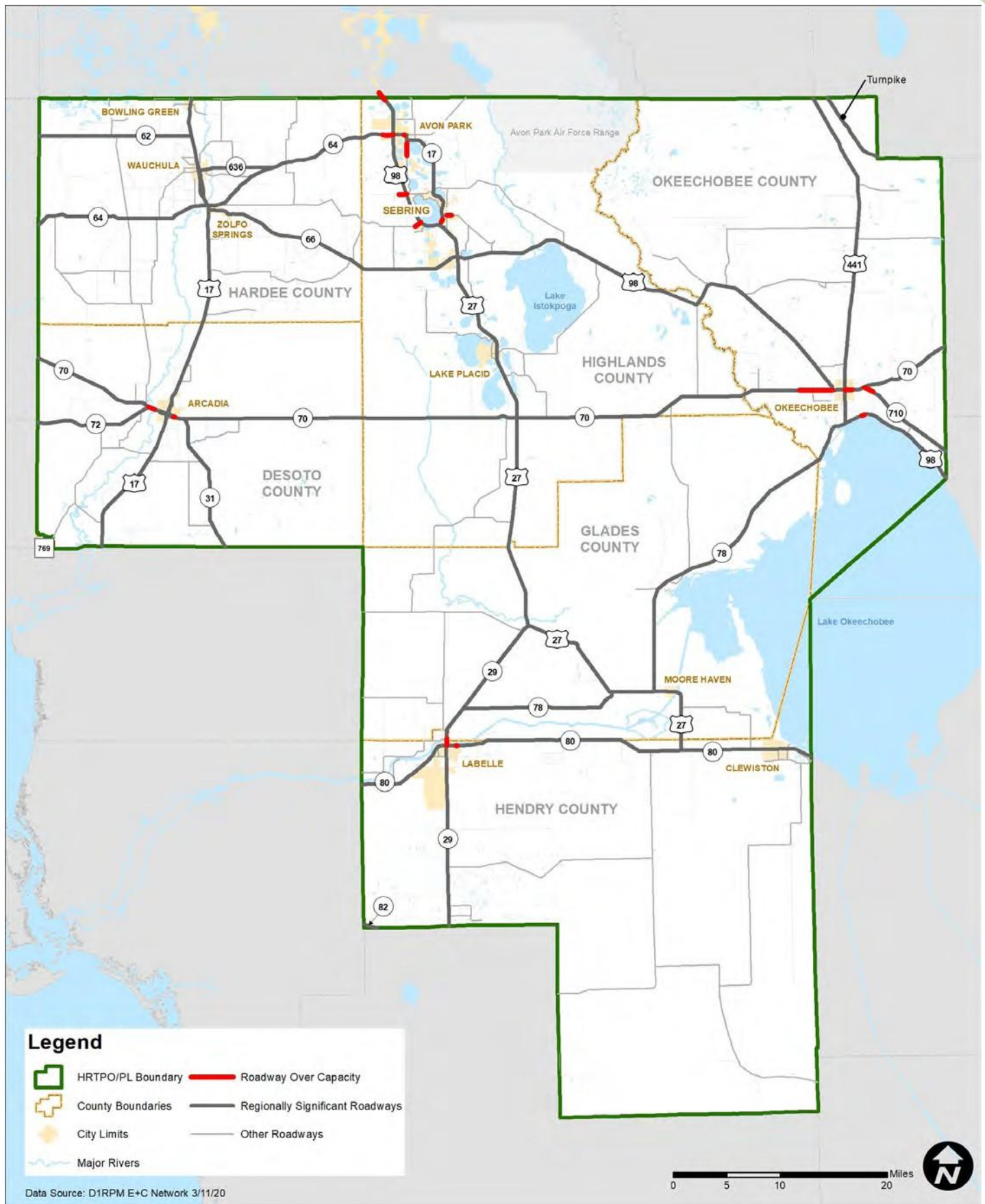
Thrive Networks
IT Consultant and Off-Site Electronic File Storage Manger
1-866-205-2810 <https://thrivenextgen.com/>



APPENDIX C: MISSION ESSENTIAL MAPS AND LISTS

- a) Regional Roadway Network Map
- b) Cost Feasible Table for LRTP
- c) TPO Adopted List of Priority Projects
- d) Regional Roadway Network Current and Future Lanes

a) Regional Roadway Network (2015)



b) Cost Feasible Table for LRTP

HRTPO 2045 Cost Feasible Plan

							Project Cost in Year of Expenditures (in thousands)											
							Committed Funding 2021-2025			Future Funding 2026-2030			Future Funding 2031-2035			Future Funding 2036-2045		
County	Facility	From	To	Description	Full Project Cost in PDC	Funding Source	Design	ROW	CST	Design	ROW	CST	Design	ROW	CST	Design	ROW	CST
Other Arterials (OA) Funded Projects (Now known as Other Roads Construction & ROW)																		
DeSoto	CR 769 (Kings Hwy)	Charlotte CL	Peace River Street	Widen to 4 lanes	\$39,717	State and Federal	\$3,250				\$3,945	\$41,555						
DeSoto	SR 31	SR 70	US 17	New Roadway (2 lanes)	\$33,218	State and Federal	\$4,350				\$7,280				\$31,479			
Highlands	SR 70 ¹	US 27	CR 29	Widen to 4 lanes	\$28,009	State and Federal				\$5,940				\$6,200				\$37,925
Highlands	SR 70 ¹	CR 29	Lonesome Island Rd	Widen to 4 lanes	\$45,798	State and Federal				\$6,600				\$6,200				\$71,750
Highlands	US 98	US 27	Airport Rd	Widen to 4 lanes	\$53,219	State and Federal		\$8,340			\$7,176	\$47,509						
Highlands	W College Dr	Memorial Dr	US 27	Add Lanes and Reconstruct	\$7,851	State and Federal			\$7,851									
Okeechobee	SR 710	US 98	US 441	New Roadway (4 lanes)	\$47,390	State and Federal	\$2,080			\$9,082				\$9,424	\$53,367			
Okeechobee	SR 710	US 70	SR 98	New Roadway (4 lanes)	\$51,130	State and Federal				\$8,908				\$11,284				\$74,743
Okeechobee	CR 714/Martin Hwy ²	E of SR 710	Okeechobee County	Roadway Realignment	\$9,332	State and Federal				\$4,145	\$5,987	\$3,592						
Set aside for Congestion Management					\$12,000	State and Federal				\$1,320			\$1,550			\$20,500		
Set aside for Complete Streets & Trails					\$12,000	State and Federal				\$1,320			\$1,550			\$20,500		
Set aside for SR 70 E of Lonesome Island to NW 38th Terrace Safety and/or PD&E in Select Locations ³					\$4,000	State and Federal							\$6,200					
Fully Funded Strategic Intermodal System (SIS) Projects																		
Hendry	SR 29	CR 80A (Cowboy Way)	CR 731 (Whidden Rd)	Widen to 4 lanes	\$138,108	State and Federal		\$9,812										\$232,540
Highlands	SR 70	Jefferson Ave	US 27	Widen to 4 lanes	\$36,509	State and Federal				\$8,580				\$6,200				\$39,588
Okeechobee	SR 710	US 441	L-63 Canal	New Roadway (4 lanes)	\$62,326	State and Federal		\$7,055			\$9,313				\$77,674			
Okeechobee	SR 710	E. of L-63 Canal	Sherman Woods Ranches	Widen to 4 lanes	\$33,288	State and Federal	\$50				\$9,313				\$39,588			
Okeechobee	SR 710	Sherman Woods Ranches	Okeechobee / Martin CL	Widen to 4 lanes	\$57,974	State and Federal	\$6,550							\$13,831				\$85,811

PDC: Present Day Cost

YOE: Year of Expenditure

Design: Includes Project Development and Environment (PD&E) and Preliminary Engineering (PE)

ROW: Right-of-Way

CST: Construction

CL: County Line

Full Investment Costs in Year of Expenditure Dollars in the Heartland Region (in thousands)				
Other Arterials (OA) Total	\$25,871	\$155,916	\$127,408	\$225,418
Allocated Transit Total	\$25,500	\$32,220	\$35,220	\$73,300
Strategic Intermodal System (SIS) Total	\$23,467	\$27,205	\$137,293	\$369,600
Total	\$74,838	\$215,341	\$299,921	\$668,318

Other Arterials (OA) Revenue Forecast and LRTP Funded Projects					
	2021-2025	2026-2030	2031-2035	2036-2045	All Years
OA ROW and CST LRTP Funded Phases ⁴	\$16,191	\$111,531	\$121,208	\$225,418	\$527,880
OA ROW and CST Revenue Forecast ⁵	\$84,430	\$102,560	\$110,650	\$230,240	\$474,348
Balance	\$68,239	(\$8,971)	(\$10,558)	\$4,822	\$53,532

¹ The HRTPO will use OA funds to ensure the continued funding of priority SR 70 projects. If SIS funds become available in a future SIS plan for these priority projects, the HRTPO will reprogram the OA funds.

² CR-714/Martin Highway realignment project to enhance safety is one of top priority projects (Tier 1) for Martin MPO and shown as funded in 2026-2030 in the Martin in Motion, 2045 LRTP.

c) TPO Adopted List of Priority Projects

FY 2030 PROJECT PRIORITIES

Transportation Alternatives (TA)

Transportation Alternative (TA) projects encompass a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

Rank	Facility	Description	Phase	Local Cost Estimate	Jurisdiction
1	Cedarwood Parkway	Raintree Blvd to Cowboy Way 5 ft wide Sidewalk (Connects to an already programmed sidewalk)	PE CST CEI	\$137,100 \$685,088 \$137,100	Hendry
2	SW Raintree Blvd	Cedarwood Parkway to Cowboy Way 5 ft wide Sidewalk (Connects to already programmed sidewalk FPN: 442024-1)	PE CST CEI	\$226,200 \$1,130,994 \$226,200	Hendry
3	Florida Avenue	North Wauchula Elementary South Entrance to REA Rd 5 ft wide Sidewalk	PE CST CEI	\$35,642 \$287,615 \$23,761	Hardee
4	Martin Luther King Jr Ave West Side	South Rd to Carlton St 5 ft wide Sidewalk	PE CST CEI	\$67,886 \$516,572 \$45,257	Hardee

Congestion Management (CM) Projects

Congestion management projects improve traffic operations and safety by using strategies to reduce travel demand or implement operational improvements. They typically improve travel conditions through the use of low-cost improvements or strategies, which can be implemented in a relatively short timeframe (within 5 – 10 years) compared to more traditional capacity improvements, such as adding travel lanes.

Rank	Jurisdiction	Project Location	Project Type
1	Hardee	State Road 62 and County Road 663	Intersection Improvement
2A	Highlands	US 27 and Ryant Blvd	Intersection Improvement
2B	Highlands	Sparta Rd and US 27	Turn Lanes
3A	Highlands	Hammock Rd and US 27	Turn Lanes
3B	Highlands	SR 66 and Burkett Ave	Intersection Improvement

Surface Transportation Block Grant Program (SU) Planning Priorities

The HRTPO requests the use of SU funds to supplement the MPO's PL (planning) funds to prepare the Long-Range Transportation Plan.

Rank	Fiscal Year	Project Cost	Plan or Study
1	2025	\$150,000	2050 Long Range Transportation Plan
2	2026	\$150,000	2050 Long Range Transportation Plan

ONGOING PRIORITIES OF THE HRTPO

Capacity Projects

Highway Capacity projects are often associated with major construction projects, such as building a new highway where none existed before, bypassing an existing route, or adding one or more lanes to an existing facility. These projects are identified in the region's adopted Long Range Transportation Plan.

Other Arterials (OA) Funded Projects (Now known as Other Roads Construction & ROW)					
Rank	Jurisdiction	Facility	Description	From	To
1	Highlands	US 98	2 to 4	US 27	Airport Road
2	DeSoto	Kings Highway	2 to 4	Charlotte C/L	Peace River Street
3	Okeechobee	SR 710 Extension	New Road	US 98	US 441
4	Okeechobee	SR 710 Extension	New Road	SR 70	US 98
5	DeSoto	SR 31 Extension	New Road	SR 70	US 17

Transportation Regional Incentives Program (TRIP) Funding					
Rank	Jurisdiction	Facility	Description	From	To
1	DeSoto	Kings Highway	2 to 4	S of Kingsway Circle	SW Glenadine Ave

Transportation Alternatives

The list below includes HRTPO prioritized projects that will be carried forward as ongoing priorities of the HRTPO and are currently in the FDOT Work Program.

Jurisdiction	Sidewalk/Multi-Use Path	Design Funded	Construction Funded	FDOT Project Number
Desoto	Cr 760a From Sr 35 (Us 17) To SW Shores Ave	2023	2025	4420221
Desoto	Cr 760 From Us 17 To SW Aster Ave	2024	2026	4442061
Desoto	Se West Avenue From SE Maple Drive To Se Esmeralda Drive	2024	2026	4442071
Desoto	SW Kingsway Circle From SW Egret Circle To SW Egret Circle	2024	2026	4443241
Desoto	Se Maple Dr From N Hillsborough To Se West Ave	2025	2027	4463081
Desoto	SW Kingsway Circle From East Egret Circle To Cr 769	2025	2027	4463951
Hardee	West Main Street From Hanchey Road To W Of Florida Ave	2024	2026	4447731
Hardee	Martin Luther King Jr Ave	2028		4521761
Hardee	Sr 636 (E Main St) From First Ave To Griffin Rd	2024	2026	4449491
Hardee	Sr 636 (E Main St) From Griffin Rd To Riverside Dr	2024	2028	4449521
Hendry	Ft Thompson Ave From Sr 29/Bridge St To Sr 80/Hickopochee Ave	2024	2027	4380671
Hendry	Sonora Ave From WC Owen Ave To Clewiston High School	2023	2025	4420201
Hendry	Collingswood Parkway From Ne Eucalyptus Blvd To Sr 80	2023	2025	4420211
Hendry	NW Raintree Blvd From E Cowboy Way(Cr 80a) To Cedarwood Parkway	2023	2025	4420241
Hendry	Ne Raintree Blvd From Cedarwood Parkway To East Cowboy Way	2024	2026	4443221



Hendry	Cowboy Way From Sr 80 To East Of Amanda St	2025	2027	4463071
Hendry	11th St From Mississippi Ave To Harlem Academy Blvd	2026	2028	4484181
Hendry	SE Raintree Blvd From Cowboy Way to Cedarwood Parkway	2029		4535011
Hendry	Forrey Dr From Cowboy Way To Sr 80	2026	2028	4484191
Hendry	Harlem Academy Blvd From 12th St To 13th St	2026	2028	4484201
Hendry	Cr 835 From Hookers Point Rd To Davidson Rd	2026	2028	4484251
Hendry	Carolina Avenue/10th Terr	2027	2029	4495421
Hendry	Port Labelle At Various Locations	2027	2029	4495431
Hendry	Birchwood Pkwy From Cowboy Way To Sr 80	2027	2029	4495491
Highlands	W Interlake Blvd From Catfish Creek Road To S Tangerine Drive	2023	2025	4419231
Highlands	Catfish Creek Rd From Tuomey Ct To West Interlake Blvd	2026	2028	4484211
Highlands	Cemetery Rd From Mlk Jr Blvd To School St	2026	2028	4484221
Highlands	Desoto Rd From Phil Lane To Desoto City Rd	2026	2028	4484231
Highlands	School St From Eo Douglas Ave To Cemetery Rd	2026	2028	4484241
Highlands	W Stryker Rd Phase I From Morningside Rd To Us 27	2027	2029	4495441
Highlands	W Stryker Rd Phase Ii From Hartman Rd To Morningside Rd	2027	2029	4495441
Highlands	Home Ave From Sebring Pkwy To Sage Crest Dr	2027	2029	4495501
Highlands	Scenic Highway Sidewalk From Lakeview Dr To Sebring Pkwy	2027	2029	4495821



Highlands	Catfish Creek Rd From Tuomey Ct To Catfish Creek Rd Bridge	2027	2029	4496471
Highlands	S Sun 'N Lakes Blvd From Us 27 To Moon Glow Ave	2027	2029	4496721
Highlands	Sr 17 From Home Ave To Arbuckle Creek Rd	2027	2029	4496741

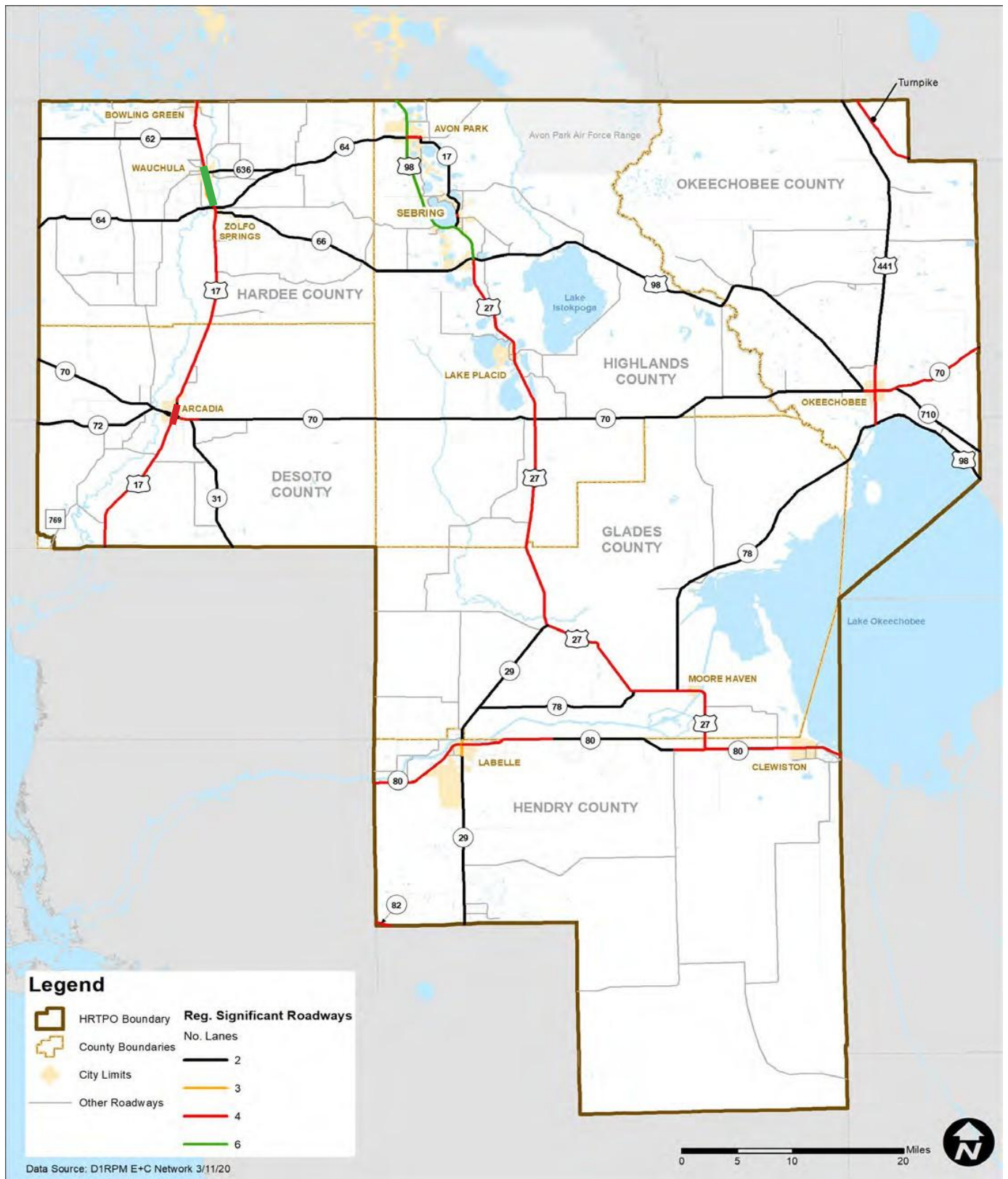
OTHER REGIONALLY SIGNIFICANT PRIORITY PROJECTS PARTIALLY FUNDED

Strategic Intermodal System (SIS) Priorities of the HRTPO				
Jurisdiction	Facility	Description	From	To
Hendry	SR 29	2 To 4	Cowboy Way	Whidden Rd
Okeechobee	SR 710	New Road	US 441	L-63 Canal
		2 To 4	E Of L-63 Canal	Sherman Woods Ranches
		2 To 4	Sherman Woods Ranches	Okeechobee/Martin CL
DeSoto, Highlands & Okeechobee	SR 70	2 to 4	E OF SR 31	CR 760
			DeSoto County Line	W OF Jefferson Ave
			Jefferson AVE	US 27
			US 27	CR 29
			CR 29	Lonesome Island Rd
			E Of Lonesome Island	NW 38th Terrace

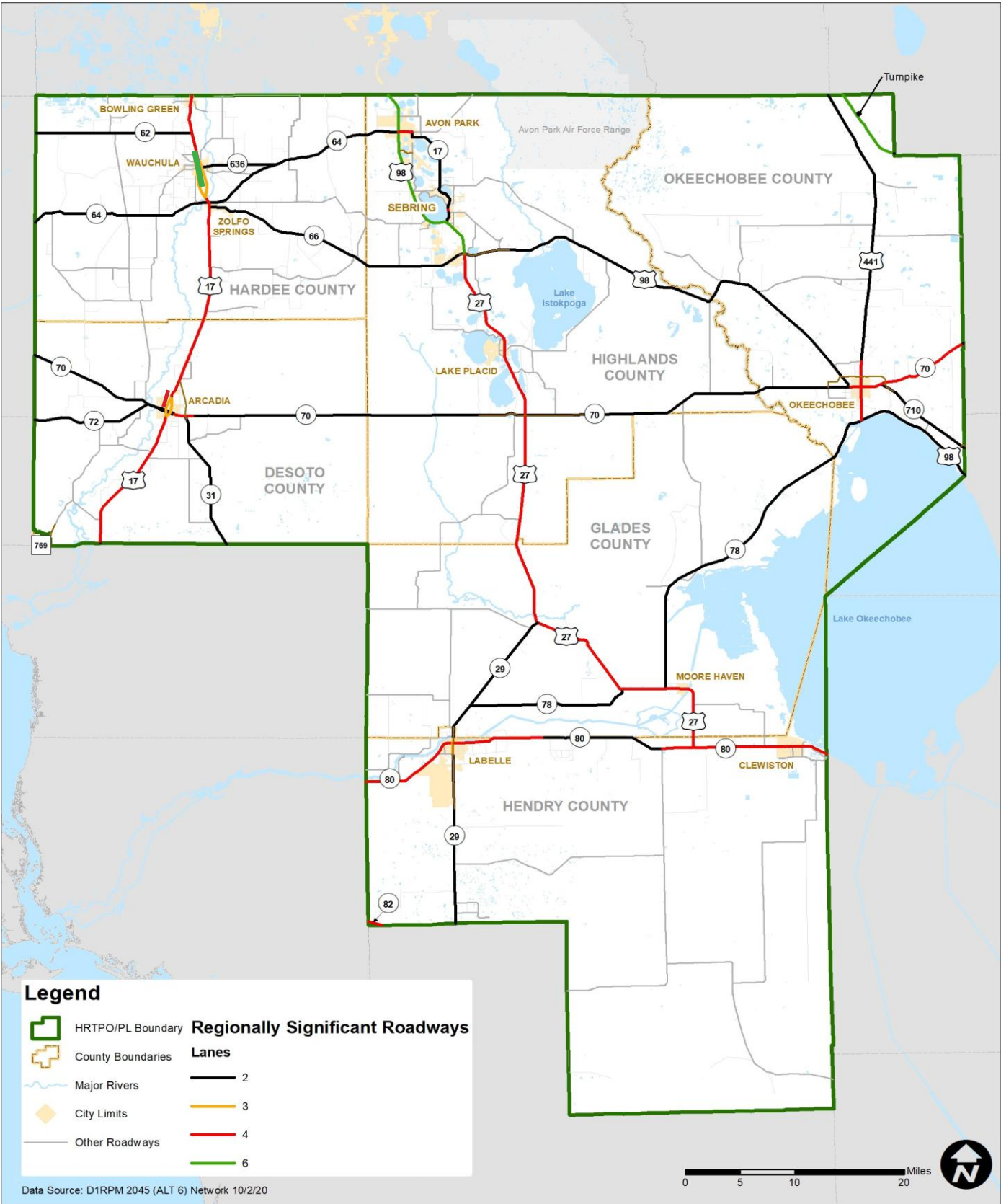
SUN Trail Network Priorities of the HRTPO	
Jurisdiction	Trail
Hardee, Highlands, Glades, Hendry	Collier to Polk Regional Trail
Glades, Okeechobee	Lake Okeechobee Scenic Trail

d) Regional Roadway Network Current and Future Lanes

Current Number of Lanes (2015)



Future Number of Lanes (2045)



APPENDIX D: EMERGENCY CONTACTS

ALL EMERGENCIES	911
State of Florida Emergency Information Line	1-800-342-3557
Florida Highway Patrol	*FHP or 866-369-4613
Federal Emergency Management Admin. (FEMA)	770-220-5200

Non-Emergency Contacts

County Sheriff Offices	
DeSoto	863-993-4700
Glades	863-946-1600
Hardee	863-773-4144
Hendry	863-674-5600
Highlands	863-402-7200
Okeechobee	863-763-3117
Polk	863-298-6200

Local Police Departments

City of Arcadia	863-494-2222
City of Moore Haven (County Sherriff)	863-946-1600
City of Bowling Green	863-375-3549
City of Wauchula	863-773-3265
Town of Zolfo Springs (County Sherriff)	863-773-0304
City of Clewiston	863-983-1474
City of LaBelle (County Sherriff)	863-674-5600
City of Avon Park (County Sherriff)	863-402-7200
City of Sebring	863-471-5108
Town of Lake Placid	863-699-3757
City of Okeechobee	863-763-5521
City of Bartow	863-534-5034

Emergency Operations Centers

DeSoto	863-993-4831
Glades	863-946-6020
Hardee	863-773-6373
Hendry	863-674-5400
Highlands	863-385-1112
Okeechobee	863-763-3212
Polk	863-298-7000

Fire Rescue

DeSoto	863-993-4842
Glades	863-946-0566
Hardee	863-773-4362
Hendry	863-674-5412
Highlands	863-385-1112
City of Avon Park	863-453-6557
City of Sebring	863-471-5105
Okeechobee	863-763-5544
Polk	863-519-7350



APPENDIX E: AUTHORITIES AND REFERENCES

9.1 AUTHORITIES

9.1.1 Florida Statutes

9.1.1.1 Chapter No. 2002-43 (Relating to Disaster Preparedness).

9.1.1.2 Chapter 252 (Emergency Management).

9.1.1.3 Chapter 22 (Emergency Continuity of Government).

9.1.1.4 Section 252.365 (COOP/COG Amendment).

9.1.2 Executive Orders

9.1.2.1 Disaster Preparedness, Number 80-29, dated April 14, 1980.

9.1.2.2 State Emergency Response Commission, Number 87-57, dated April 17, 1987; as updated by Executive Orders 98-153 and 98-155.

9.1.2.3 Emergency Management, Number 01-262, dated September 11, 2001.

9.1.2.4 Domestic Security, Number 01-300, dated October 11, 2001.

9.2 REFERENCES

9.2.1 Florida Division of Emergency Management

9.2.1.1 Emergency Kit, Make a Plan, Be Informed.

9.2.1.2 State and County Coordination Checklist – Continuity of Operations, revised 2012-2013.

9.2.2 Florida Statutes

9.2.2.1 Section 14.055-14.056 (Governor)

9.2.2.2 Sections 22.01 – 23.127 (Emergency Continuity of Government)

9.2.2.3 Sections 23.12 – 23.127 (Florida Mutual Aid Act)

9.2.2.4 Section 163.01 (Inter local COOPeration Act of 1969)

9.2.2.5 Sections 250.540 – 250.549 (Military Affairs)

9.2.2.6 Sections 252.31 – 252.62 (Emergency Management Act)

9.2.2.7 Chapter 282 (Communications and Data Processing)

9.2.2.8 Section 401.015, Florida Statutes (Medical Telecommunications and



Transportation)

9.2.2.9 Sections 870.01 – 870.06, Florida Statutes (Affrays; Riots; and Unlawful Assemblies)

9.2.2.10 Section 119.071, provides for a public records exemption for security system plans and relating directly to the physical security of the facility or revealing security systems.

9.2.2.11 Section 282.318 (Information Technology Security Act)

9.2.2.12 Sections 252.35 (2) (k), 252.35 (2) (n)

9.2.3 Federal Emergency Management Agency (FEMA)

9.2.3.1 Continuity Guidance Circular 1: Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions), dated July 2013.

9.2.4 Federal

9.2.4.1 NSPD 51 National Security Presidential Directive 51, "National Continuity Policy", May 9, 2007

9.2.4.2 Homeland Security Presidential Directive 8; Issued 12/17/03

9.2.4.3 Presidential Decision Directive 67, Issued 10/21/98



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